

INSTALLATION OF EQUIPMENT/LITTLE STUFF

The Office of Facility Management (OFM) provides installation of art and little stuff to Patient Care Units (PCU) and Clinical Center (CC) departments on a call-in request basis. Other occupants of the CC may use the same call-in requests to have art hung in their area. Installation of the little stuff occurs every Wednesday. Once a request has been received by the OFM staff, it is added to the "Wednesday Installation" clipboard.

PROCEDURE

A purchase request must be submitted to have contractors available to do the installation of little stuff. A list of little stuff is included on page two of this policy.

- The OFM staff receives a call requesting little stuff to be installed and fills out the "Wednesday-Installation Call-In Requests" form (see Appendix A, Forms). These forms can be found in the literature rack outside the Art Director's office.
- The completed form is placed in the "Wednesday Installation" box in the Art Director's office.
- The Art Director organizes the installation requests on the clipboard assigning priority and setting appointed times when necessary.
- The clipboard is then given to the contractors when they arrive on Wednesday to do the installation.
- At the end of the day, the contractor returns the clipboard with the requests marked, showing the date and time spent on each job.
- The finished request forms are filed in the Wednesday Installation file for that year (Art Director's office, cabinet #2, drawer #4).

DELPRO REQUESTS

The Chief and Deputy Chief, OFM review all DELPRO requests for hanging things. Any that can be handled by the OFM installation contractors are canceled from the DELPRO system. These requests are then put in the Wednesday Installation box in the Art Director's office.

Concurrence:

Chief, Office of Facility Management, Clinical Center Office of the Director

LIST OF LITTLE STUFF

Original art
Posters
Bulletin boards
Blood pressure cuff holders
Paper towel dispensers
Soap dispensers
Toilet tissue dispensers
Needle bucket brackets
Resuscitation mask holders
Keyboard drawer frames
Glove box holders
Conference boards
Write-on boards
Coat racks
Mail boxes
X-ray view boxes
Small medicine cabinets
Literature racks
Convex mirrors
Thermometer brackets
Clocks
Otoscope/Ophthalmoscope
Stadiometers
Signage